

# SUZANNE GARCIA

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**Objective:** To obtain an internship that will enhance my skills in the community service field.

**Education:** **Bachelor of Arts - Psychology**, Expected Graduation - June 2004  
University of California, Santa Cruz

## Qualifications Summary

Ability to write clear, comprehensive and grammatically correct documents.

Demonstrated skill in managing change and maintaining flexibility in a variety of challenging environments.

Experience in using the library and the internet to locate and retrieve valuable information for both academic and community service projects.

Ability to work in diverse teams and to communicate well with others.

Experience in fund raising and recruiting volunteers for fund raising events.

## Computer Skills

Experience with both PC and Macintosh computers

Proficient in Word and Internet Applications

## Pre-Professional Experience

### Leadership

Volunteered to assist in an all campus awareness campaign on violence against women issues.

Led group discussions at UC Santa Cruz on the pros and cons of various issues: teen intervention, abortion, etc.

Initiated outreach to local migrant farm workers and their families to encourage them to attend Higher Education.

### Organization

Compiled community outreach data into a concise report, presented to the Community Awareness Group at UC Santa Cruz.

Planned and scheduled siblings' responsibilities when parents were working.

Helped coordinate the Salinas High School food drive:

- raised \$1200 cash donations
  - distributed over 780 cans of food to local targeted populations.
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